

## **SUPERVISOR OF DEPARTMENTAL RECORDS**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the clerical division of the department, the primary duty of which is managing the operation of the clerical division. The employee of this class is responsible for overseeing and evaluating the work of subordinate employees, maintaining records-keeping systems and facilities, and accounting for the money and assets of the division. The Supervisor of Departmental Records also performs clerical duties, including receiving, processing, or completing records and reports; writing letters and reports; and acting as receptionist to department visitors. The Supervisor of Departmental Records works independently in most areas, with special tasks assigned with only general instructions. The employee of this class reports to and has work reviewed by the Assistant Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the clerical division of the department. Recommends management policies, goals, and objectives for the division, and develops new procedures for office functions when necessary. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Maintains a library or archives of materials for future use or reference by department personnel, including keeping records on the location of materials removed from files and tracing missing files. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements.

Delegates authority to subordinates for the more effective operation of the division. Holds meetings with subordinate personnel for the purpose of receiving reports or disseminating information. Assigns work or duty areas and work schedules, and approving leave. Evaluates work performance of subordinates, reviews reports written by subordinates, and discusses performance with subordinates and superiors. Provides on-the-job training and assistance in technical areas of work. Counsels employees experiencing work problems and resolves employee complaints and grievances. Assists appointing authority in maintaining discipline among employees of the division.

Receives, reviews, and processes department records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Completes and types all forms or records required or assigned. Replies to routine correspondence or requests following departmental procedures or from oral or written directions. Composes business letters and writes reports needed for the operation of the assigned division. Takes minutes or notes at meetings. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction.

Sets up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter, or by code. Operates a computer terminal, facsimile machine, copying machine, calculator or mathematical computer software, and a word processor when required.

Accounts for the money and assets of the assigned division. Compiles information to be used in developing the departmental budget. Prepares payroll records and deals with employee complaints about payroll matters. Collects fines and bond money and issues receipts.

Maintains the inventory of supplies and equipment for the assigned division. Makes recommendations on major purchases and orders and distributes supplies and equipment as required. Locates repair services, arranges for repairs of assigned equipment, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Acts as receptionist to department visitors and answers telephone and places calls. Answers questions and handles routine requests from the public. Schedules appointments and notifies appropriate individual of appointments, meetings, or other events.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met before the deadline for application for admission to exam.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and a qualified elector (current registered voter) of the state of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties

of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Department Records Clerk for at least three (3) years immediately preceding application to board.